



What's New?

Policy

- [CP&P-V-A-1-1500](#), **Psychotropic Medication:** This new policy was adopted on January 11, 2018. The new policy establishes principles governing the prescribing, use and monitoring of psychotropic medication for minor clients, and establishes standard procedures for their prescription and administration. The policy also mandates procedures for obtaining the informed consent of clients, and for the monitoring and gradual discontinuation of treatment when medically appropriate.
- [CSOC-1-G-1-3](#), **Use and Access of CYBER Records by Non-CSOC Employees:** Effective February 2018, these policy and procedures were established to gain access to the Children's System of Care's Electronic Health Record (EHR), currently known as CYBER, for DCF employees, other than CSOC or CSOC contracted vendors.

What's Revised?

Regulations

- **N.J.A.C. 3A:55, Manual of Requirements for Residential Child Care Facilities:** Among the significant amendments effective January 16, 2018, were requirements to improve the safety of children, comply with other laws and contractual obligations, develop emergency preparedness plans, and to include additional information in treatment plans for children with complex behavioral or mental health needs. A ban on mechanical restraints is scheduled to take effect on January 1, 2020.

Policy

- [CP&P-III-B-5-500](#), **Family Team Meeting:** Links in policy sections L) and M) and the link to the form PV 6/93 were activated.

Forms

- [CP&P Form 9-28\(S\)](#), **Notification Letter to Perpetrator (Substantiated Perpetrator), If Child Abuse/Neglect Is SUBSTANTIATED**, and [CP&P Form 9-36](#), **Notification to Perpetrator (Established), If Child Abuse/Neglect Is ESTABLISHED**: The zip code was corrected on each form.
- [CP&P Form 9-82 and 9-82\(S\)](#), **Notice to Non-Offending Parent/Caregiver of Change of Child Abuse or Neglect Finding**: References to the NJ Administrative Code were updated to Title 3A in all eight (8) versions of the CP&P Form 9-82.
- [CP&P Form 11-91 and 11-91\(S\)](#), **Request for the Disclosure of Health Records or Information**: The forms are now templates which can be completed online. The form instructions have been revised to reflect that.

The following forms had the Spanish form and instructions integrated and embedded into the English version of the form instructions:

- [CP&P Form 4-8\(S\)](#), **Kinship Legal Guardianship (KLG) Subsidy Agreement**
- [CP&P Form 4-9\(S\)](#), **CP&P Kinship Legal Guardian Subsidy Program Annual Compliance Review Letter**
- [CP&P Form 4-10\(S\)](#), **CP&P Kinship Caregiver Standards Agreement**
- [CP&P Form 4-18\(S\)](#), **Fact Sheet – Differences Between Adoption and KLG, Acknowledgement Receipt**
- [CP&P Form 4-22\(S\)](#), **Notification of Modification, or Closure of a Kinship Legal Guardianship (KLG) Subsidy**
- [CP&P Form 4-23\(S\)](#), **Application for Reimbursement for Non-Recurring Kinship Legal Guardianship (KLG) Expenses**
- [CP&P Form 5-2\(S\)](#), **Resource Family Parent Home Study/License Application**
- [CP&P Form 5-2a\(S\)](#), **Inquiry Response Letter**
- [CP&P Form 5-2g\(S\)](#), **Financial Statement**
- [CP&P Form 5-3\(S\)](#), **Withdrawal Letter**
- [CP&P Form 5-4\(S\)](#), **Withdrawal - No Response Letter**
- [CP&P Form 5-5a\(S\)](#), **Resource Family Parent Agreement Addendum**
- [CP&P Form 5-23\(S\)](#), **Cover Letter to Accompany Reference Request**
- [CP&P Form 5-52\(S\)](#), **Relative/Family Friend Resource Assessment Letter**
- [CP&P Form 5-62\(S\)](#), **Termination of Services to Adolescent Client**
- [CP&P Form 5-70\(S\)](#), **National Youth in Transition Database (NYTD) Follow Up Survey**
- [CP&P Form 5-71a\(S\)](#), **Educational Stability Parent Notification – Child to Remain in Current School**
- [CP&P Form 5-71b\(S\)](#), **Educational Stability Parent Notification - Change in School Placement**

- [CP&P Form 5-75\(S\)](#), Agreement of Parent/Legal Guardian and Law Guardian to Change in School Placement
- [CP&P Form 9-28\(S\)](#), Notification Letter to Perpetrator (Substantiated Perpetrator), If Child Abuse/Neglect is SUBSTANTIATED – with Frequently Asked Questions
- [CP&P Form 9-28a\(S\)](#), Notification Letter to Non-Offending Parent/Caregiver if Child Abuse/Neglect is SUBSTANTIATED
- [CP&P Form 9-30\(S\)](#), Notification Letter to Parent, Guardian or Caregiver and Alleged Perpetrator, If Child Abuse/Neglect is UNFOUNDED – with Frequently Asked Questions
- [CP&P Form 9-36\(S\)](#), Notification Letter to Perpetrator (Established Perpetrator), if Child Abuse/Neglect is ESTABLISHED - with Frequently Asked Questions
- [CP&P Form 9-37\(S\)](#), Notification Letter to Non-Offending Parent/Caregiver if Child Abuse/Neglect is ESTABLISHED
- [CP&P Form 9-38\(S\)](#), Notification Letter to Parent, Guardian or Caregiver and Alleged Perpetrator, If Child Abuse/Neglect Is NOT ESTABLISHED - with Frequently Asked Questions
- [CP&P Form 9-82\(S\)](#), [82a\(S\)](#), [82b\(S\)](#), [82c\(S\)](#), Notice to Non-Offending Parent/Caregiver of Change Child Abuse or Neglect Finding
- [CP&P Form 9-83\(S\)](#), [9-83a\(S\)](#), [9-83b\(S\)](#), [9-83c\(S\)](#), [9-83d\(S\)](#), DCF Form 9-83, Notice of Change of Child Abuse or Neglect Finding (CP&P/IAIU)
- [CP&P Form 10-8\(S\)](#), Consent to Independent Living By Parent(s), Legal Guardian or Legal Custodian
- [CP&P Form 10-12\(S\)](#), Consent to Out-of-State Placement by Parent(s) or Legal Guardian
- [CP&P Form 11-5\(S\)](#), EIS Parental Consent Form
- [CP&P Form 11-50\(S\)](#), Acknowledgment of Receipt of Notice of Privacy Practices
- [CP&P Form 14-47\(S\)](#), Notification-Child Placed in Protective Custody Pursuant to N.J.S.A. 9:6-8.16
- [CP&P Form 14-86\(S\)](#), Surrender of Custody and Consent for Adoption
- [CP&P Form 14-177\(S\)](#), Family Medical History
- [CP&P Form 21-6\(S\)](#), Notice of Emergency Removal Pursuant to N.J.S.A. 9:6-8.29 and 9:6-8.30 Without Court Order
- [CP&P Form 22-22\(S\)](#), Safety Assessment (In-Home Cases)
- [CP&P Form 26-15\(S\)](#), Authorization for Release of Information
- [DCF Form HIPAA.1A1\(S\)](#), State of New Jersey, Department of Children and Families Notice of Privacy Practices

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If you have any questions, please contact the Office of Policy and Regulatory Development at DCFPolicy@dcf.state.nj.us or 609-888-7030.